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26 AUG 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

1. Early Retirement Bill

The hearing with Subcommittee No. 1 scheduled for 21 August was cancelled and will be rescheduled after Labor Day. We are continuing to refine our back-up material and reviewing the bill for any questions which might arise.

We are also considering informally with the Legislative Counsel further changes in the bill which would update it in certain respects with the Civil Service Retirement Act.

2. Backlog in Processing Insurance Claims

Unusual absenteeism due to prolonged illness of one employee, the need to divert claims personnel to assist in other work, and the vacation season have slowed down production in their activity to the point that claims are being processed on a 10-12 day basis rather than on the norm of 2 to 3. A special effort is being made to get this workload back on a current basis. Emergency claims have continued to get priority handling and we have received no complaints about delays. However, the situation requires correction before the backlog reaches the proportions which made it so critical a few years ago.

3. Scientific Pay Scales

The requests of each Deputy Director for the establishment of SPS positions have been consolidated following review by the Scientific and Technical Personnel Advisory Committee. The formal request for the Director's approval of initial allocations of numerical and dollar ceilings has been forwarded through appropriate channels for the approval of the Director.

4. Qualifications Coding System

The Chief, Qualifications Analysis Branch/FOD briefed three staff officers from the Personnel Office at HSW on our qualification coding system. They had requested a briefing after hearing our system described by a former employee [REDACTED]. [REDACTED] has also briefed a Plans officer (Mr. Nichols) from State Department on the system.

5. Cultural Center Fund Drive

Closing figures: Agency \$ 3,022.16
Government Unit 135,000.01

We plan to report this at the next Senior Staff meeting and then send detailed reports (showing number and amount of contributions by office) to each Deputy Directorate.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE _____
AUTH: HR 70-2
DATE: 11/03/82 REVIEWER: 1999 5

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Excluded from automatic
downgrading and
declassification

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6. 701 Appeal Cases

[redacted] advised us that General Carter had confirmed an earlier tentative conclusion that correspondence relating to the 701 exercise should be removed from the Official Personnel Folders of certain individuals--specifically, those whose appeals were sustained by the DDCI and were continued in the Clandestine Services and whose performance has since been completely satisfactory. We are removing now the memoranda regarding the 701 procedure from the files of those who have received "satisfactory" Fitness Reports.

We had already undertaken a project for screening such correspondence out of the files of 701-ers who were converted to other employment categories. Official personnel actions are not being removed from their files but the correspondence and special flags labelling these as 701 cases are being removed.

7. Improved Hospitalization Insurance

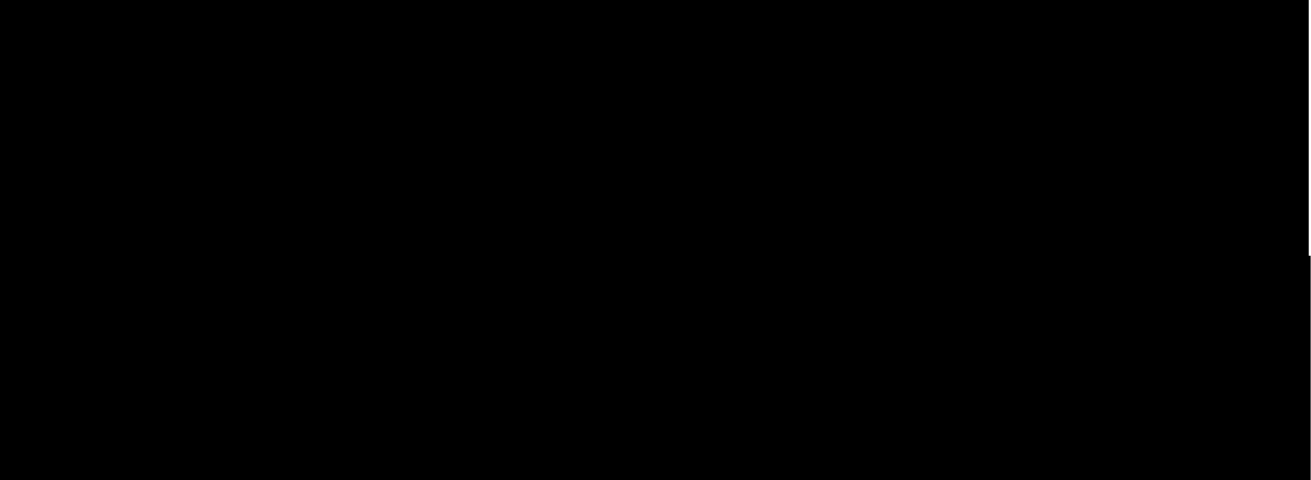
In addition to liberalization of the psychiatric coverage which has already been reported, the new GERA contract contains an improved "room and board" benefit. At present, the maximum reimbursed is \$20 for a private room. The \$20 ceiling also applies to semiprivate accommodations; however, the difference is partially reimbursable as a "major medical" expense. The new contract permits "major medical" coverage of the excess for a private room up to the rate for semiprivate accommodations. For example, if a policyholder has a private room at \$30 per day in a hospital where the semiprivate rate is \$28, he can now be reimbursed 80% of the \$2 difference between private and standard semiprivate accommodations. \$20 continues as the basic reimbursement rate.

8. Secretarial openings--Office of the Comptroller

Several files have been referred to Mr. Bross and he has been interviewing candidates. Although there may be a short delay in making a final selection, he has not requested additional referrals.

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11. Quality Step Increases
Fourteen were approved during the week, bringing the total to 111.
Of these fourteen, 9 were in DD/S offices:

Office of Training	5
Office of Personnel	4

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[REDACTED]
Acting Director of Personnel

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OD/Pers/[REDACTED] (26 August 1963)

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